



BOARD OF SELECTMEN
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Amendment to the October 26, 2015 Board of Selectmen Meeting Minutes

Ms. Carney asked to make the following amendment to her statements of the October 26, 2015 Board of Selectmen Meeting Minutes:

A point of clarification about the Fitzwilliam Police Department. It is the desire for the Fitzwilliam Police Department be more visible to the community members during community events and around town, i.e.: the Library, School and other parts of town. There was no intention to indicate that Officers are not doing routine patrols or investigations that are pertinent to a safe community.

Ms. Silverman made a motion to accept Ms. Carney's amendment to her statements of the October 26, 2015 Board of Selectmen Meeting Minutes. Mr. Holman seconded. Ms. Carney - abstained, Mr. Holman - Yes, Ms. Silverman - Yes.
Approved – 2-0



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BOARD MEETING MINUTES
October 26, 2015

Selectmen Present: Nancy Carney, Chris Holman, Susan Silverman

Ms. Carney called the meeting to order at 7 p.m.

PRIMARY:

***** APPROVE MINUTES**
- October 19, 2015

Ms. Silverman made a motion to approve the minutes. Ms. Carney seconded. Ms. Carney - Yes, Mr. Holman - Abstained, Ms. Silverman - Yes. Approved – 2-0

***** APPROVE MANIFESTS**

Mr. Holman made a motion to approve the manifests. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

7:00 MEET WITH DANA PINNEY

Dana Pinney met with the Board of Selectmen to discuss the work being done by Eversource at the substation. Lisa Kavarnos informed Mr. Pinney that they upgraded the container. Mr. Pinney's question/concern is that Eversource has stated that they have lots of room for expansion and Mr. Pinney wanted to know what constitutes expansion. Mr. Pinney stated that this is a major project and if he did this at his house he would get a cease and desist order. Mr. Pinney wanted to know what Eversource was doing and was it taxable. Ms. Silverman stated that they would have Avitar look into it. Ms. Favreau stated that they receive a tax bill. Ms. Silverman stated that putting in a new piece of equipment that needs to be on a pad, maybe it isn't exactly a building, but it expands use.

Mr. Pinney stated that after the last meeting with the Planning Board (3 days after the meeting), Eversource turned on equipment that was 3 times louder than anything he had ever heard. Ms. Kavarnos told Mr. Pinney that they were vacuuming and had notified the Town. Mr. Pinney shared that they didn't say it would be 3 weeks day and night. The work done was to dry out the 4th transformer. Mr. Pinney asked about the year before when Eversource said it was the generator. Mr. Pinney shared that Robin Blais also heard the noise and asked if this would happen every year and is it in violation of the special exception. Mr. Pinney stated that Eversource may have notified the Town but they didn't notify him or the Fords. Mr. Holman asked if the noise was 24/7 and Mr. Pinney replied "yes". Mr. Pinney stated that they weren't told and Mr. Holman stated that Eversource's communication was very poor. Mr. Pinney stated that the Board of Selectmen was the enforcer and his concern was that Eversource would blur the line. Ms. Silverman stated that it was one thing to go to a Planning Board meeting but the Board of Selectmen can't make a decision in the Planning Board meeting. It was being brought to another board and not the Board of Selectmen. Ms. Silverman stated that it was alright that it wasn't the Board of Selectmen meeting and doesn't think that they realize this.

Mr. Pinney shared that Eversource was marking for new cutting and his concern was whether it was in relation to the Q166 and they don't have any permission as that has changed and they should have changes to the DES that they filed with the Board of Selectmen. Mr. Pinney doesn't think that a cutting permit should be approved until the other changes have been made.

Mr. Pinney stated that the NED project is going to bring in a lot of activity and a lot of security from other places. Mr. Pinney asked if we had a policy on protocol as to when outside police are used and who has jurisdiction. Mr. Pinney wanted to know if he was on his own property where he can watch the work being done – who decides who responds if the police are called in because they feel threatened by him. Chief Leonard DiSalvo stated that they represent Fitzwilliam even when wearing a police uniform from another town but on security detail for the NED project. Chief DiSalvo stated that it falls under his department. Ms. Silverman asked about a special detail on the road and whether they have all of the powers of a police officer but answer to the Fitzwilliam Police Department. Mr. Pinney asked who gets paid and Chief DiSalvo stated that the Town gets paid because the Police Department invoices them.

7:15 MEET WITH CHIEF DISALVO

Ms. Silverman asked Chief DiSalvo if he had any updates. Chief DiSalvo reported that there have been 7 burglaries recently – residential – theft of copper and other things. There was an eye witness and the suspect had been identified and is in jail. Today there was a trespass incident on Rt 119 East. People have cameras so it is helpful. Chief DiSalvo reported that the cases are under control. Chief DiSalvo asked about community service and shared that someone came to him and asked if they could perform their community service hours at the Police Department. Chief DiSalvo stated that he was looking at this from a liability standpoint and stated that the Police Department doesn't really have anything for someone to do but in the past painting had been done. Ms. Silverman stated that you have to supervise them and Chief DiSalvo said that he wanted to run it by the Board of Selectmen. Mr. Holman asked if it was just in general or does someone have to do community service. Chief DiSalvo shared that it was a resident and Mr. Holman shared that he has worked with people performing community service and they are useful in getting projects done but if not prepared it is a nuisance. Mr. Holman asked if Gene Cuomo had something. Chief DiSalvo stated that he had talked with Mr. Cuomo and that they could put the person at the recycling center. Chief DiSalvo was concerned that the person could get hurt. Ms. Silverman asked Ms. Favreau what coverage the Town had. Chief DiSalvo stated that Mr. Cuomo could put the person at the recycling center if the Selectmen were fine with it. Discussion continued on where to do community service, the number of hours and the community service that was done in the past. Chief DiSalvo stated that we are not obligated by the Court. Ms. Silverman stated that she agreed with Chief DiSalvo and that maybe having the person perform one-half or a quarter of the time and if for any reason the person steps out of line, then it is over. Chief DiSalvo stated that he would talk with Mr. Cuomo and Ms. Silverman stated that 20-24 hours and there needed to be supervision. Mr. Holman stated that in the future asking the Recreation Department or the Library if they have any projects coming up and could they use someone to help them. Mr. Holman mentioned the trails and mowing and discussion continued on concerns and if it was possible for the Town to plan on having a person perform community service for Town projects. Chief DiSalvo would talk with Mr. Cuomo and let him decide as Mr. Cuomo has had people at the transfer station in the past.

Chief DiSalvo reported that the 2 new part-time officers are doing fine, the paperwork is completed, the academy starts in February, and training has gone well. Ms. Silverman asked about the shifts and Chief DiSalvo reported that Austin Fuller works Friday night and Dan Moore works Saturday nights. They each work 4 p.m. until midnight – 8 hours a week until the academy. Chief DiSalvo discussed their work hours once the academy is completed and Mr. Holman asked about their certifications. Chief DiSalvo reported that they are good for 2 years except for fire, which is 1 year.

Ms. Silverman discussed the car show and shared that it was good community outreach and asked if there had been other community outreach done since then. Chief DiSalvo replied “no” and shared that Police Officers covered harvest night and the Library event. Mr. Holman shared that Chief DiSalvo was missed at the Walk to School Day held by George Emerson Elementary and Chief DiSalvo shared that he had talked with Lynn Rumba and that last year the event got rained out and this year Ms. Rumba stated that it was just an FYI and that a Police Officer wasn't requested. Chief DiSalvo stated that a part-time Police Officer can't work alone and he doesn't have enough coverage until June. Chief DiSalvo also stated that the Police Officers have a presence in everything that happens and Ms. Silverman shared that people say to her that they don't know what their Police Chief looks like. Ms. Silverman stated that there should be a way for him to become part of the community and that the Selectmen aren't telling him how to do it – they just want a more effective presence and not just Chief DiSalvo but his Officers as well. Discussion continued on how Chief DiSalvo and the Police Officers could make more of a presence – not advocating that he spend all of his time doing that – needed for people to have a sense of who he is.

Chief DiSalvo stated that technically the Police Department has been involved in events and Ms. Silverman stated it's a choice and an attitude, being part of this community. It is about being there when people need them but also they need to know who he is – especially the children – need to be a real person/role model for them.

Ms. Carney stated that Police Officers need to be visible and that she knows there is a lot of paperwork to be done but she can tell by the tone, that some Police Officers are put out by having to go talk to someone if it isn't a police issue. Ms. Carney shared that if a person has an issue they need to go and listen. Police cruisers need to be out and they need to be on all of the roads. Ms. Carney shared that a part-timer stated that he hasn't been on the back roads and that he has done that on his own to know where they are. Ms. Carney stated that even if it's a dead-end road and cruiser turns around in a driveway it shows that they are out there and it is a presence. Chief DiSalvo stated that he thought that Ms. Carney misinterpreted the comment. Ms. Carney stated that Police Officers need to be on the road more and some Police Officers don't make an effort to go on the roads unless there is a call. Ms. Carney discussed what she had heard on the radio from Police Officers. Mr. Holman suggested the creation of a basic path through all of the roads and Chief DiSalvo stated that it was basic protocol.

Ms. Silverman stated that the Selectmen do not want to micromanage – bringing up a point it is an attitude and that Chief DiSalvo is a Leader and a Town Leader who emanates that those things are important. Ms. Silverman suggested that Chief DiSalvo give Ms. Favreau some information that she could post on the Police Department page on the website. Ms. Silverman asked that Chief DiSalvo be out there more as well as his Officers.

Ms. Silverman asked to see the Police Department logs to know what the Police Officers are doing. Chief DiSalvo stated that he did away with them and Ms. Silverman asked how he knows what a Police Officer is doing. Chief DiSalvo responded that he doesn't micromanage them, he expects them to do their job. Ms. Silverman asked about their down time and what they do. Chief DiSalvo stated that they could be sitting somewhere or doing paperwork and that he did away with logs as he felt it was micromanaging. Ms. Silverman stated that the Selectmen don't want to micromanage them but she wants more community outreach. Discussion continued on ways that they can reach out to the community. Chief DiSalvo stated that he is focused on the whole Police Department and Ms. Silverman stated that when he took over there was so much of that to do but now that it has stabilized the next step is to get themselves out in the community. Chief DiSalvo stated that he understood.

Ms. Carney shared that she didn't want Chief DiSalvo to take the next step as saying that he was doing a bad job. Chief DiSalvo shared that paperwork is lengthy but he understood what the Selectmen were saying.

Mr. Holman asked about special details for utility work and Chief DiSalvo shared that they did detail for Northern Tree. Ms. Carney shared that the Selectmen are looking into for public utilities and that Swanzy has a policy. Ms. Carney asked Chief DiSalvo to think about this and Chief DiSalvo stated that someone has to recruit this and organize it once you sign on. Discussion continued on special details and Ms. Carney asked Chief DiSalvo to think about it.

Ms. Silverman shared that the Selectmen are looking at the evaluation form and Chief DiSalvo shared that the older form made more sense. The Selectmen want to find something that is more user friendly. Ms. Silverman asked Chief DiSalvo if he had to do any evaluations and he asked Ms. Favreau if she hadn't said that she didn't need them until Dec/Jan 1st. Mr. Holman shared that it is normally around now – if giving raises. Ms. Silverman shared that we are using the forms that we have now until the Selectmen adopt something else. Discussion continued on what type of evaluation form would be helpful for everyone and agreed that the old form might be better for employees working under a Department Head. Chief DiSalvo stated that he has self-evaluations.

Mr. Holman asked how many Police Officers would be on duty for Halloween and Chief DiSalvo stated that there would be 3 and that Halloween is Saturday from 5 – 7 p.m. Mr. Holman felt that people would be doing more with their children because Halloween is on Saturday.

Chief DiSalvo reported that the 2009 cruiser is out of service and is at Roundtree Ford as that is where they have been going for service. Chief DiSalvo discussed the issues.

Mr. Holman asked about take back drug day and Ms. Carney stated that it was done regionally and Mr. Holman replied that we needed to get the word out. Ms. Silverman suggested putting the information on the Town website.

Chief DiSalvo stated that he would get some information to Ms. Favreau to post on the Police Department page of the website. Discussion continued on what type of information could be posted. Chief DiSalvo asked if the website had a lot of views and Ms. Favreau stated that she would check into getting a count on the website traffic.

Ms. Carney asked about a cleanup day and Chief DiSalvo stated that he would talk with Mr. Cuomo in the morning and thought that the cleanup would take one truck.

The Selectmen thanked Chief DiSalvo for meeting with them.

CONSTRUCTION PERMIT Map 27, Lot 6

Map 27, Lot 6 – Mr. Holman made a motion to approve the permit for Map 27, Lot 6. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

REVIEW LETTER FROM PAUL GASEWICZ Re: Construction Permit

Ms. Carney reviewed the letter from Paul Grasewicz regarding the Spicer project, Map 21, Lot 19-1. Mr. Grasewicz met with the Planning Board on October 6, 2015 to review the current plan for the Spicer's project. The Planning Board suggested that Mr. Grasewicz have the Board of Selectmen determine if a building permit could be issued with the building changes that were made to comply with the Land Use Code 127-36 B and obtaining DES permits as the expansion also falls under exemptions at 127-16.1 D.7(a) for replacing an existing structure in the WPOD (Wetlands Protection Overlay District).

Ms. Carney stated that Mr. Grasewicz needs to go to the State for a shore lands permit. Ms. Silverman wanted to know where the septic was located. Mr. Holman stated that some homes weren't intended to be year-round residences. Ms. Favreau stated that Mr. Grasewicz just needed to submit a construction permit and Ms. Carney stated that the location of the septic needed to be identified even though the number of bedrooms isn't increasing. Ms. Favreau would contact Mr. Grasewicz.

REVIEW LETTER FROM AVITAR ASSOCIATES
Re: Property Owner Notifications

Ms. Carney reviewed the letter from Avitar Associates. Avitar has sent out 329 list letters to property owners to schedule appointments for interior inspections.

Ms. Favreau reported that the Attorney for the potential buyer for the Concord Industries building would be coming in to meet with the Selectmen on November 9th to discuss the building. Ms. Favreau shared that \$300,000 had been offered on the property and she would get the tax information from Jane Wright, Tax Collector. Mr. Holman stated that he wanted it to be handled a lot better than this type of sale was handled by the Troy Board of Selectmen.

Ms. Silverman stated that it would be done in open session – look at taxes owed – maybe take out the interest owed. Ms. Silverman also stated that it is an open negotiation. Mr. Holman thought that with a potential buyer, there was some confidentiality. Ms. Silverman stated that the attorney might not identify the potential buyer and that the Selectmen needed to be up front with what needed to be done. Mr. Holman asked about responsibility for the leased areas and Ms. Carney and Ms. Silverman stated that the buyer was responsible, including the water tanks and septic. The Selectmen agreed that this was good news.

DISCUSS PIPELINE
Re: Letter to Historic District
Email from Suzanne Gray
Public Utilities Commission (PUC)
Southwest Region Planning Commission – FERC Comments
Southwest Region Planning Commission – AECOM Response

Ms. Carney reviewed the letter received by the Historic District from Louis Berger as cultural resources consultant to Tennessee Gas Pipeline Company (a Kinder Morgan Company). The letter requests input and comments regarding any potentially significant sites and/or historic properties that we believe could be affected by the proposed NED Project. Mr. Holman asked if Ms. Favreau had followed-up with John Fitzwilliam and Ms. Favreau shared that she had given the letter to Sandra Gillis.

Ms. Carney reviewed the email from Suzanne Gray asking if the Town is planning to file as an intervenor. Ms. Gray's email noted that if Kinder Morgan was filing on November 20th, people have 21 days after that to file for intervenor status. Ms. Silverman shared what other Towns have done regarding intervenor status and discussed the two types of intervenor. Ms. Favreau asked what she should say to Ms. Gray and Ms. Silverman suggested that she say the Board of Selectmen are discussing and for Ms. Favreau to have a follow-up conversation with Attorney Arthur Cunningham regarding the time-line. Ms. Silverman stated that she can see the Town being an intervenor. Mr. Holman mentioned that the Town's entire natural resource inventory had been posted under the FERC comments and the caption stated that it was from the Town. Mr. Holman stated that if something is being submitted on behalf of the Town, that the Board of Selectmen should be made aware of it. Ms. Silverman stated that when the Selectmen start their budget discussion, it should include what they want to do regarding vernal pools. The Selectmen continued discussion on grants, warrant articles and deadlines.

Ms. Carney reviewed the Supplemental Order of Notice for 2016 Updates from the Public Utilities Commission (PUC). Liberty Utilities, Eversource Energy, Unitil Energy Systems, Inc. jointly filed with the Commission an updated proposal for the 2016 Core Energy Efficiency Programs of the Electric Utilities and the Energy Efficiency Plan of the Gas Utilities for the period January 1, 2016 through December 31, 2016. The Commission approved the Electric and Gas Utilities' energy efficiency programs for the period 2015-2016 and authorized the utilities to file updated budgets and program proposals for 2016.

SWRPC – FERC Comments – The Selectmen reviewed.

SWRPC – AECOM Response – The Selectmen reviewed.

REVIEW MEMO FROM CINDI BEEDE – RECREATION DEPARTMENT
Re: Trails

Ms. Carney reviewed the email from Cindi Beede, Recreation Coordinator. Ms. Favreau shared that Ms. Beede mentioned that she was having work done on the trails because logging had been done and the trails were impassible. Ms. Favreau

asked Ms. Beede to write a memo to the Selectmen. The Recreation Department has hired Holman Contracting to complete trail work. In the past, Holman Contracting had cleared the trails from fallen trees and debris and weather permitting, John Holman is willing to groom the trails this winter. The Recreation Department has been unable to find someone to groom the trails since 2007. The Recreation Department has budgeted for this expense.

Ms. Carney stated that it was fine and asked why we couldn't make the logger go and fix it. The reason noted was that it isn't Town property and Mr. Holman asked about an easement for the trails and Ms. Favreau shared that that Town had an agreement.

BUDGET

- **DISCUSS GENERAL GOVERNMENT BUILDINGS, EXECUTIVE & CODE ENFORCEMENT BUDGET**
- **2016 HEALTH INSURANCE PREMIUMS**
- **REVIEW RECREATION AND LAND USE**

General Government Buildings, Executive & Code Enforcement Budget:

The Selectmen reviewed the Code Enforcement budget. Ms. Favreau reported that the salary line item reflected 5 hours per week of Sheryl White's time. Ms. Favreau stated that she budgeted 1-2 hours for a code enforcement officer, if the economy changes and there is a construction boom. Discussion continued on whether there was a need for a code enforcement officer and what it would cover.

The Selectmen reviewed the General Government Buildings budget. Ms. Favreau reported that the part-time line is for cleaning at the Town Hall and Library. The Library pays for the service. Ms. Favreau increased the electric budget and stated that oil hasn't been prepaid. The Selectmen suggested that we prepay for oil in December. Ms. Favreau stated that she would contact Eastern Propane for a fixed yearly price. Ms. Favreau stated that if we prepay we can reduce the amount. Mr. Holman asked if grounds keeping included the common and Ms. Favreau replied that it doesn't. Ms. Favreau shared that there would be money in the General Government Buildings budget to prepay the oil.

The Selectmen reviewed the Executive budget. Ms. Favreau reported that the budget was down a considerable amount due to budgeting only for herself and 25 hours per week for Ms. White. Health Insurance is based on the new rates and is down as well. Ms. Favreau would like to print an additional 100 copies of the Town Report as we are out of last year's report. Ms. Favreau reported that the budgets are pretty much the same and don't really fluctuate from year to year. The budget is down \$33,300 over the current year. Mr. Holman asked about meetings and conferences and suggested that it be split between conferences and training. Mr. Holman felt that there might be something that would be beneficial for Ms. Favreau and Ms. White to attend. Ms. Silverman asked that \$500 be added to training.

Ms. Favreau mentioned that she and Ms. White would be attending the NHMA Conference on Friday, Nov. 20th. Mr. Holman asked if the Selectmen had any objection to him attending the NHMA Conference and they had no objection.

Health Insurance Premiums for 2016 - Ms. Favreau reviewed the renewal rates for medical coverage, effective January 1, 2016 through December 31, 2016. Ms. Favreau stated that the overall average rate change was an increase of 8.15% and the rate change for the Town was a 3.3% increase. Ms. Favreau explained the changes to the new plan – AB20 and that employees have a choice between both plans and the employee pays the difference. The Town pays the same amount for both plans. Ms. Favreau compared the costs of the current plan vs. the new plan and the total overall yearly increase for the Town was \$3,500. Ms. Favreau would send this information out to Department Heads.

Ms. Favreau reported that she checked on the Social Security increase for this year and found that there wouldn't be an increase. Ms. Favreau shared that last year the Town gave a 2% cost of living increase and for the prior year none was given. Ms. Favreau asked the Selectmen what they wanted to do and stated that with the new wage scale most employees' salaries stayed the same. Ms. Silverman suggested giving 1.5% even though Social Security was 0%. Ms. Favreau shared that the health benefit doesn't affect part-time employees and that the overall impact of a cost of living increase wouldn't be extreme. Mr. Holman asked what a 1% across the board increase would be and Ms. Favreau shared that based on last year's total payroll of \$789,287 – a 1% increase would be \$7,892 and a 1.5% increase would be \$11,840.

Mr. Holman made a motion to give a 1% cost of living increase to employees, effective April 1, 2016. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Ms. Favreau would send out a memo to Department Heads asking them to adjust their budgets.

The Selectmen reviewed the Recreation and Land Use Budgets.

Land Use – Ms. Silverman asked if the business subscriptions was SWRPC. Ms. Carney asked about the increase in office supplies and the explanation noted was that only a few supplies were purchased in 2015 and the department needed some.

Ms. Carney stated that no code updates had been done since 2013 and that the budget was only \$624 over last year's budget.

Recreation – Ms. Carney stated that there was a decrease of \$1,300 in Line 120 – Salary – Part-Time. Line 318 – Labor Contracted Services was decreased by \$700 because they are not planning on HHHCS senior exercise program because of low participation. The pump at the Pole Barn would be replaced.

Line 410 – Electricity – the pump in the Pole Barn was accidentally turned on this past winter and ran up the electric. They would like to run lights this winter for ice skating. Line 620 – Office Supplies – increase of \$150 – new printer uses more expensive ink cartridges; have more programming - using more paper for flyers. Line 650 – Grounds keeping – no grooming – trail clean up in 2015. Line 830 – Training – for lifeguard training. Overall the budget was down \$1,793.

NON-PUBLIC SESSION - DISCUSS EMPLOYEE EVALUATION - RSA 91-A:3 II(a)

- **Town Administrator**
- **Road Agent**

At 9:03 p.m. Ms. Silverman made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 10:02 p.m. Ms. Silverman made a motion to leave non-public session and seal the minutes. Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

OTHER BUSINESS:

NHMA CONFERENCE – NOVEMBER 19TH – 20TH, 2015

REVIEW LETTER FROM DES – RE: CONSOLIDATION OF DEPARTMENTS INTO NEW LAND RESOURCES MANAGEMENT (LRM) BUREAU – The Selectmen reviewed.

NORTHEAST ENERGY DIRECT NEWSLETTER

REVIEW LETTER FROM JIM TALBERT TO SENATOR SANBORN – The Selectmen reviewed.

REVIEW LETTER FROM SOUTHWEST REGION PLANNING COMMISSION – The Selectmen reviewed.

Ms. Silverman made a motion to adjourn the meeting at 10:02 p.m. Mr. Holman seconded and the motion passed.
3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Nancy Carney, Chairman

Chris Holman

Susan Silverman
Board of Selectmen